



## EMPLOYEE PRE-TRAVEL AUTHORIZATION

**Pre-Travel Filing Instructions:** Complete and submit this form at least 30 days prior to the travel departure date to the **Select Committee on Ethics in SH-220**. Incomplete and late travel submissions will not be considered or approved. This form must be typed and is available as a fillable PDF on the Committee's website at [ethics.senate.gov](http://ethics.senate.gov). Retain a copy of your entire pre-travel submission for your required post-travel disclosure.

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Name of Traveler: Kristen Gentile  
Employing Office/Committee: Senator Bob Casey  
Private Sponsor(s) (list all): Pew Charitable Trusts  
Travel date(s): Septembver 13-15, 2019  
*Note: If you plan to extend the trip for any reason you must notify the Committee.*  
Destination(s): Annapolis, Maryland

Explain how this trip is specifically connected to the traveler's official or representational duties:

This trip is an opportunity to pursue a leadership learning agenda while strengthening bipartisan relationships w/other Chiefs of Staff. These relationships are critical to collaboration on important legislative work, as well as to the effective functioning of the Senate as an institution.

Name of accompanying family member (if any): n/a  
Relationship to Employee: ☐ Spouse ☐ Child

I certify that the information contained in this form is true, complete and correct to the best of my knowledge:

9/5/19  
(Date)

Kristen Gentile  
(Signature of Employee)

TO BE COMPLETED BY SUPERVISING SENATOR/OFFICER (President of the Senate, Secretary of the Senate, Sergeant at Arms, Secretary for the Majority, Secretary for the Minority, and Chaplain):

I, Senator Bob Casey hereby authorize Kristen Gentile  
(Print Senator's/Officer's Name) (Print Traveler's Name)

an employee under my direct supervision, to accept payment or reimbursement for necessary transportation, lodging, and related expenses for travel to the event described above. I have determined that this travel is in connection with his or her duties as a Senate employee or an officeholder, and will not create the appearance that he or she is using public office for private gain.

I have also determined that the attendance of the employee's spouse or child is appropriate to assist in the representation of the Senate. (signify "yes" by checking box) ☐

9/5/19  
(Date)

Bob Casey  
(Signature of Supervising Senator/Officer)